



Town of *Vineyard*

Conditional Use Permit APPLICATION

240 East Gammon Road – Vineyard, Utah 84058 – (801) 226-1929

DATE: _____

NAME OF APPLICANT(S): _____

APPLICANT ADDRESS: _____

PHONE NUMBER: _____ **FAX NUMBER:** _____

CELL PHONE NUMBER: _____

EMAIL ADDRESS: _____

FEE AMOUNT: _____ **CURRENT ZONING DISTRICT:** _____

PROPOSED CONDITIONAL USE: _____

LOCATION/ADDRESS OF PROPOSED APPLICATION: _____

TOTAL ACREAGE (SQUARE FEET OR ACRES) OF SITE:

NAME OF PROPERTY OWNER(S):

SIGNATURE OF APPLICANT(S):

FOR VINEYARD TOWN OFFICE USE ONLY:

DATE RECEIVED:

DATE DETERMINED COMPLETE:

FEES PAID:

PROPERTY OWNER AFFIDAVIT

STATE OF UTAH }
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COUNTY OF UTAH}

I (we), _____, depose and say that I (we) am (are) the owner(s) of the property identified in the attached application and that the statements herein contained and the information provided in the attached plans and other exhibits are in all respects true and correct to the best of my (our) knowledge.

(Property Owner)

(Property Owner)

Subscribed and sworn to me this _____ day of _____, 20_____.

(Notary)

My commission expires: _____

.....
AGENT AUTHORIZATION AFFIDAVIT

I (we), _____, the owner(s) of the real property described in the attached application, do authorized as my (our) agent(s), _____, to represent me (us) regarding the attached application and to appear on my (our) behalf before any administrative or legislative body in the Town considering this application and to act in all respects as our agent in matters pertaining to the attached application.

(Property Owner)

(Property Owner)

Dated this _____ day of _____, 20 _____, personally appeared before me _____, the signer(s) of the agent authorization who duly acknowledged to me that they executed the same.

(Notary)

My commission expires: _____

Conditional Use (C) Application Requirements Checklist:

1. A completed Conditional Use Application Form, as provided by the Town.
2. Stamped, addressed envelopes for all owners of property located within three hundred (300) feet of the property which is the subject of the Conditional Use Application. (A list of property owners is available from the Utah County Recorder's Office.)
3. Five (5) 11-inch x 17-inch copies of a Site Plan, identifying the location of all proposed uses, buildings and structures, identifying the following:
 - a. The location and dimension of the property boundaries and all proposed uses, buildings and structures, and all existing buildings or structures located on the property, and existing buildings located within one-hundred (100) feet of the property.
 - b. Existing property lines and existing fence lines.
 - c. The location and dimension of all existing natural property features including existing vegetation, wetlands, streams, drainage ways, flood plains, water bodies, and wildlife habitat areas.
 - d. Existing topography of the property, including the existing grade, and identifying the proposed finished grade of the site shown as required by the Town Planner or Town Engineer.
 - e. The setback requirements, as required by the Zoning District in which the proposed uses, buildings and structures are located and the exterior dimensions of all proposed buildings and structures.
 - f. The location of all roads and streets serving the property, or proposed to serve the property, and including any Permits as required by Utah County of the Utah Department of Transportation, as applicable.
 - g. The location and dimension of all proposed ingress and egress points, off-street parking, and loading areas, including the total number of off-street parking and loading spaces.
 - h. The location and dimension of all pedestrian and biking facilities, including sidewalks and trails, if any.
 - i. All public and private rights-of-way and easements located on, or adjacent to the property, proposed to be continued, created, relocated, or abandoned shall be shown.
4. Located on the Site and Building Plan sheet(s), or on separate sheets, as may be proposed by the Applicant, or as required by the Planner for readability, the following information shall be provided:
 - a. **Utility and Street Plans.** All existing and proposed culinary water, secondary water, sanitary sewer, storm drainage, power, gas, and telephone lines and facilities, streets and roads with design plans for any new water, sewer and storm drainage lines and facilities, as applicable, streets and roads, meeting the design and construction requirements of the Town, or other agencies, as applicable, and prepared by a Licensed engineer, at a scale acceptable to the Planner. Access to all utilities and points of utility connections shall be shown.
 - b. **Landscape Plan(s).** Landscape plan(s) shall be provided, prepared by a registered landscape architect, identifying all proposed landscape, screening and buffering features, including all proposed plant materials, including their locations and sizes.
 - c. **Fences and Walls.** The location of all fences and walls, identifying proposed height, materials, and colors shall be shown.
 - d. **Building Plans.** Building plans and drawings shall be provided, as required, to meet the adopted Building Code, as may be applicable. The exterior elevations of every side of all proposed buildings and structures shall be provided, clearly showing proposed building materials and colors proposed for

all exterior building facades. This information shall include a proposed building materials and colors board including color chips and material samples.

- e. **Site and Building Signage Plans.** Information and plans shall be provided identifying all proposed site and building signage including the design, height, size, materials, and colors of all buildings and site signs.
 - f. **Mechanical Equipment and Solid Waste Facilities.** The location of all associated mechanical and ancillary equipment, if any, shall be provided, including any screening treatments proposed. The location and dimensions of all proposed solid waste collection areas and storage areas, including the proposed method of screening shall be identified.
 - g. **Erosion Control Plan(s).** Information and plans identifying proposed temporary and permanent erosion control measures.
 - h. **Construction Plans.** Information shall be provided identifying the phases of construction, a construction schedule, and a list of all Permits necessary for the proposed use(s), if applicable.
5. All Conditional Use (C) Applications are subject to Chapter 18 of the Vineyard Town Zoning Ordinance to provide for project site planning and building design requirements and guidelines to create and protect the desired community character and identity of the Town.
6. A narrative, accompanied by necessary tables and other information, describing the proposed Conditional Use (C) Application, to assist the Planner, DRC, Planning Commission and Town Council in reviewing the application identifying the following:
- a. A calculation, identifying all pervious and impervious areas.
 - b. A description of all proposed uses and buildings, including the total site area and building square footage, by building.
 - c. Projected increase in traffic trips.
 - d. Projected water and sewer demand.
 - e. How the proposed Use, and accompanying site and building plans comply with the Town's General Plan.

Conditional Use Application Procedures

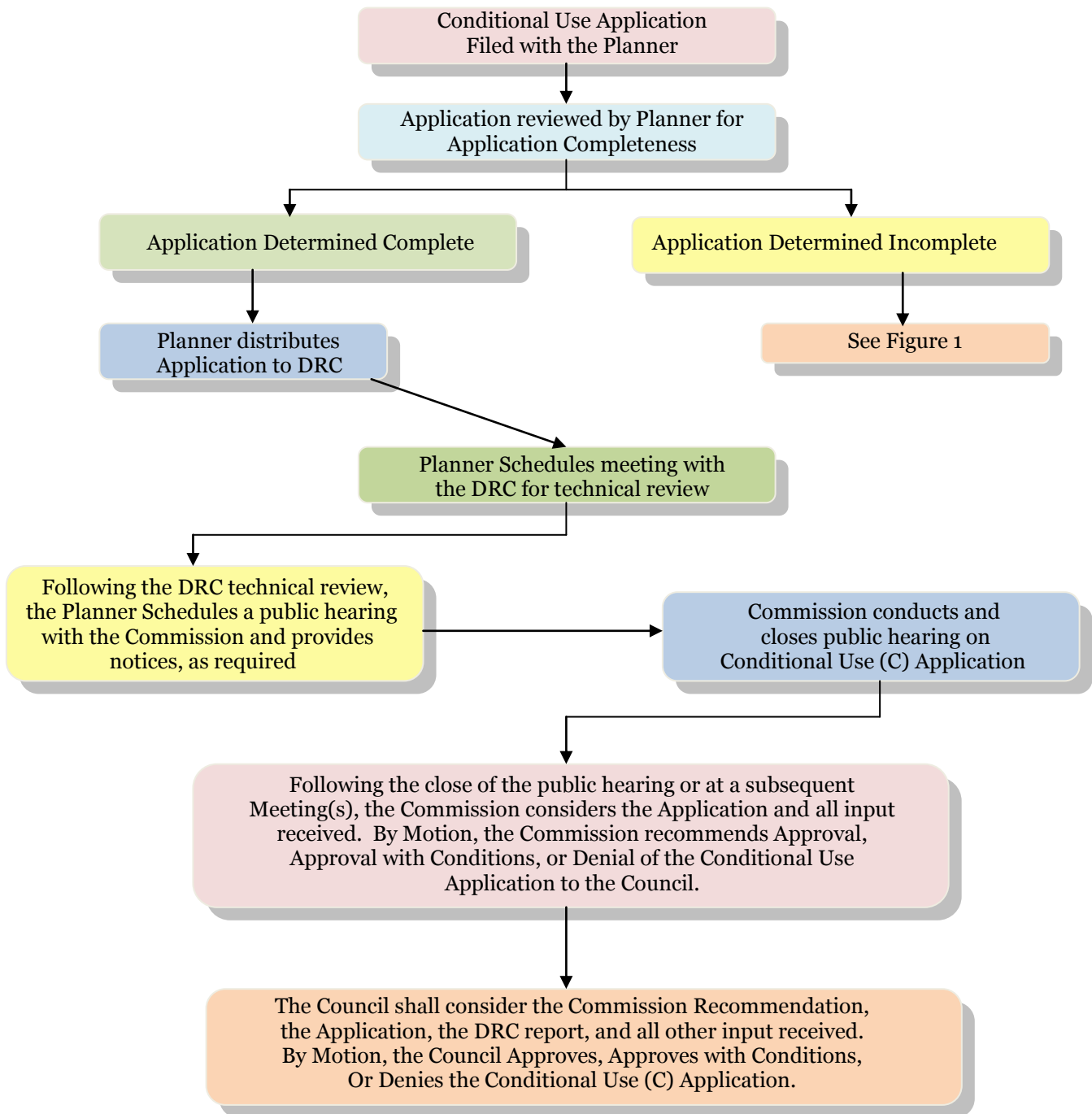


Figure 1
Procedures for Determination of Application Completeness

